



County of San Diego, Planning & Development Services
**HABITAT LOSS PERMIT FILING
REQUIREMENTS**
ZONING DIVISION

An application for a [Habitat Loss Permit](#) will include the following:

1. [PDS-126](#) (Acknowledgement of Filing Fees and Deposits).
2. [PDS-320](#) (Legal Lot Verification).
3. [PDS-346](#) (Discretionary Permit Application).
4. [PDS-346S](#) (Supplemental Application).
 - *Type of permit.
 - *Description of project.
5. [PDS-367](#) (Application for Environmental Initial Study).
6. An original USGS map showing project location.
7. Five (5) copies of a Biology Report prepared in accordance with the U.S. Fish and Wildlife Service (USFWS) guidelines. (Alternately, the applicant may request a review of a previously prepared and accepted biology report). However, the applicant should be made aware that the document will have to meet the current USFWS standard for gnatcatcher surveys. The report must also include a mitigation proposal.
8. Seven (7) copies of a plot plan and site vegetation map clearly delineating areas to be impacted and areas of preservation.
9. One (1) copy of the plot plan and on-site vegetation map in digital format on a USB flash drive (flash drives will NOT be returned).
10. Three (3) copies of any previous environmental documentation (Negative Declaration/Environmental Impact Report) prepared for the subject property.

PROJECTS WITH COASTAL SAGE SCRUB (CSS) HABITAT

PERMITS AFFECTED – Grading permits, Improvement Plans, Brushing and Clearing Permits

Zoning Division staff will check for the presence of Coastal Sage Scrub (CSS) on the project property using the habitat maps on the computer. If present or within 250 feet (1/4 inch on maps), you will be informed (CSS) **potentially** occurs on the site and that a Habitat Loss Permit (HLP) may be required.



County of San Diego, PDS, Zoning Division
HABITAT LOSS PERMIT FILING REQUIREMENTS

Continued

For those projects that are within 250 feet of Coastal Sage Scrub, or when the presence of the habitat is disputed, the applicant has the following options available **prior to filing a Habitat Loss Permit (HLP)**:

1. Take representative photos of the site. Make an appointment with one of the department staff who is designated to review photos for the presence or absence of Coastal Sage Scrub (CSS). An affidavit will be required stating that the photos are representative of the project site.

**** IT SHOULD BE NOTED THAT PHOTO-DOCUMENTATION MAY NOT NECESSARILY BE CONCLUSIVE. IN THOSE CASES, THE FOLLOWING OPTIONS MAY ALSO BE PURSUED PRIOR TO FILING AN APPLICATION FOR A HABITAT LOSS PERMIT (HLP).**

2. Request review of previous environmental documents. The standard environmental review fee per the Fee Schedule will be charged for this service.
3. Submit a letter from a qualified biologist stating that the site does not contain Coastal Sage Scrub.
4. Request County environmental staff to look at the site to determine the presence or absence of Coastal Sage Scrub. A standard time and materials charge will be required for this service.

A determination that the site contains Coastal Sage Scrub (CSS) will require that a Habitat Loss Permit (HLP) be filed. See [Habitat Loss Permit](#) application requirements.